

*School
Support
Services
Branch*

*External
Training
Menu*

ABC's of Cal Grant Training

(Offered at Mini-Conferences and Ad Hoc)

- **Purpose**
General Overview of Cal Grant programs
- **Suggested Audience**
Designed for parents, students or people associated with schools that are not Financial Aid staff (i.e. Cal Soap, AVID, Foster Youth Coordinators)
- **Topics**
Eligibility
Application selection
Award notification
- **Tools**
PowerPoint Presentation
FAFSA
GPA Verification
Fund Your Future Workbook
Financial Aid Flyer (scholarships, college planning, etc.)
List of FA Acronyms
Sample of CAR
Q&A

Advanced Training

(Offered at Mini-Conferences, Workshops and Ad Hoc)

➤ **Purpose**

To provide updates to schools and other groups on the Commission's programs and services. Prior to the workshop, CSAC will solicit input from schools regarding agenda items. This is both a great opportunity and venue for schools to brainstorm, discuss and obtain feedback on any program and processing issues.

➤ **Suggested Audience**

Designed for experienced school staff

➤ **Topics/Agenda**

Commission Updates

Agenda Items Submitted by Schools

➤ **Tools**

PowerPoint Presentation

WebGrants Demonstration

List of FA Acronyms

Q&A

Basic Financial Aid Training

(Offered at Mini-Conferences, Workshops and Ad Hoc)

- **Purpose**
General Overview of financial aid
- **Suggested Audience**
Designed for parents, students or people associated with schools that are not Financial Aid staff (i.e. Cal Soap, AVID, Foster Youth Coordinators)
- **Topics**
Loans
Grants
Work Study
Scholarships
- **Tools**
PowerPoint Presentation
FAFSA
GPA Verification
Fund Your Future Workbook
Financial Aid Flyer (scholarships, college planning, etc.)
Sample School Award Letter (obtain from school)
Sample of CAR
List of FA Acronyms
Q&A

Beginning Cal Grant Training (2 day)

(Offered at Workshops and Ad Hoc)

➤ **Purpose**

Detailed introduction to the various aspects of Cal Grant

➤ **Suggested Audience**

Designed for Financial Aid Office staff, preferably with less than three years of Cal Grant experience

➤ **Topics**

California Student Aid Commission Overview

Institutional Eligibility

Program Descriptions and Eligibility

Cal Grant Application Process

Cal Grant Selection Process

Renewal of Cal Grant Awards

Cash Management and Disbursement

Cal Grant Reconciliation Process

Compliance Review

Commission Communications

➤ **Tools**

PowerPoint Presentation

Exercises

GPA Verification

Sample of CAR

Samples of Commission Letters

WebGrants Demonstration

List of FA Acronyms

Q&A

Director Training

(Offered at Workshops and Ad Hoc)

- **Purpose**
Germane administrative information on Commission programs
- **Suggested Audience**
Designed for current Directors of Admissions, Financial Aid, Registrar and Student Accounting as well as future Directors
- **Topics**
Administrator rights to WebGrants
Compliance
IPA
Master Calendar
Accounting
Financial Aid
Registrar
Resources
- **Tools**
PowerPoint Presentation
Master Calendar
List of FA Acronyms
Q&A

Payment Training

(Offered at Mini-Conferences, Workshops and Ad Hoc)

- **Purpose**
How Cal Grant payment amounts are calculated and reported
- **Suggested Audience**
Designed for Financial Aid Office and Student Accounting staff
- **Topics**
Loans
Grants
Work Study
Scholarships
- **Tools**
PowerPoint Presentation
Chapter Eight of Cal Grant Programs Manual
List of FA Acronyms
Q&A

Reconciliation Training

(Offered at Mini-Conferences, Workshops, and Ad Hoc)

- **Purpose**
How to reconcile Cal Grant payments
- **Suggested Audience**
Designed for Financial Aid and Student Accounting staff
- **Topics**
Customized reconciliation roster
WebGrants Tools
- **Tools**
PowerPoint Presentation
WebGrants Demonstration
List of FA Acronyms
Q&A

Specialized Program Training

(Offered at Mini-Conferences, Workshops, Ad Hoc)

- **Purpose**
Overview of Commission Specialized programs
- **Suggested Audience**
Designed for parents, students or people associated with schools that are not Financial Aid staff (i.e. Cal Soap, AVID, Foster Youth Coordinators)
- **Topics**
Chafee
APLE
Byrd
Childcare Development
Law Enforcement
- **Tools**
PowerPoint Presentation
Program Applications
WebGrants Demonstration
List of FA Acronyms
Q&A

WebGrants for Schools Training

(Offered at Mini-Conferences, Workshops and Ad Hoc)

➤ **Purpose**

Using WebGrants and how to report payments via roster and file upload

➤ **Suggested Audience**

Designed for Financial Aid, Registrar and Student Accounting staff

➤ **Topics**

Customized roster

Reporting payments

School changes

WebGrants Tools

Data file:

Upload

Download

➤ **Tools**

PowerPoint Presentation

WebGrants Demonstration

List of FA Acronyms

Q&A

Individual Training Menu

(Offered Ad Hoc)

➤ **Purpose and Audience**

Customized, individual trainings to cater to the specific needs of colleges and other student services institutions. Schools have the ability to select one or more trainings from the following menu:

ABC's of Cal Grant (overview)

Advanced Workshops

APPLE

Audit Readiness

Awarding

Basic Financial Aid

Beginning Cal Grant Training (2 day)

CC Director Trainings

Chafee

Childcare Development

Customized roster

EI Verification

Excel Tools

IPAs

Law Enforcement

Payments

Reconciliation

Robert Byrd

SNAPLE

WebGrants

WebGrants for Students (when activated)

Other needs (solicit input from schools)